

THE ESSEX PLACE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
MINUTES
February 13, 2025

- I. Roll Call – February 13, 2025, meeting of the Essex Place Condominium Association Board of Directors was called to order at 7:06 pm by Manager, Melissa Errickson
Board members present: Joe Letteri, Danielle Lawrence, Drew Higgins, Hilary Marshall, Verlyn Gibbons
Also present: Melissa Errickson & Amanda Insley, Pin Oak Community Management, LLC
Residents Present: sign in sheet attached.

- II. **General Business**
 - A. Approval of November 14, 2024, minutes – Drew motioned to accept the minutes as presented, Joe 2nd, All in favor. The approved minutes will be posted on the community website following the meeting.
 - B. Financial Report – Melissa reviewed the Cash Position – Total Cash Position as of January 31, 2025 - \$1,351,327.49

- III. **Old Business**
 - A. Tot Lot Committee- Melissa explained that it would be best to have a committee for the Tot Lot improvements. Residents Nick and Jamie, along with Board Members Drew, Hilary and Verlyn volunteered to be on the committee.
 - B. Memorialize New Legal Counsel Agreement – The board agreed to memorialize new legal counsel due to Gary Zangerle, current legal counsel, moving to Simeone & Raynor Law Firm. Board President Joe Letteri signed off on the new agreement.
 - C. Changes to Units Guidelines – Melissa reported that changes to the unit guidelines will be made. An explanation of changes being made and permits needing to be submitted to the township and as well to management once received.

- IV. **New Business**
 - A. Landscaping Project- Phase 2 – Melissa reported that they will begin Phase two of the Landscaping project this spring on buildings 100-1500.
 - B. Painting and Power Washing Phase 3- Greenwich Lane, White Fence and spot treatment on North facing buildings.
 - C. Snow and Ice Reminders- Reminder was sent out to residents to be careful when walking around the community, to use caution when there is snow and/or ice on the walkways and roadways.

- V. **Open Forum**

- A. Resident reported that someone was defecating behind the dumpsters. Management will investigate further.
- B. Resident asked if the rules for replacing HVAC and Water Heaters and be sent out to the residents.

Being no other business, the open portion of the meeting was adjourned at 8:10pm pm.

Respectfully submitted,
Melissa Errickson, Manager